

## HOW TO RETRACT AN ELECTRONIC EFFECTIVE DATE

If it becomes necessary for any reason to retract the Electronic Effective Date and Time given (prior to mailing in the application to the Plan Office), you may utilize the **Electronic Effective Date Retraction Request Form**. Forms are available from the Plan office and can be downloaded from the Forms Library on CAARP's website.

**YOU MUST RETRACT AN ELECTRONIC EFFECTIVE DATE REFERENCE NUMBER WITHIN 24 HOURS OF YOUR EEDP DATE AND TIME.**

You have four (4) mailing days from your retraction date to send in this form. Repeated failure to retract within the time allowed may result in suspension or revocation of EEDP system privileges.

**Remember, this procedure is only available in those cases where the application has *not yet* been mailed.** Once the application has been mailed to the Plan office, it will be processed and assigned to a company.

The retraction form requires that the producer's name be printed and signed. The producer's license and certification numbers must also be provided in the appropriate spaces.

The producer must submit the voided application, or a copy thereof, along with the retraction form, unless a written explanation is given why these documents are not available.

**Retractions can only be processed if the producer is in compliance with the retraction procedures outlined above.**

**FAILURE TO RETRACT WITHIN THE TIME ALLOWED WILL BE CONSIDERED A VIOLATION OF PRODUCER STANDARDS. [Section 20]**

The Use Of 1-800-555-0513 Is  
Strictly Limited To THE  
ELECTRONIC EFFECTIVE  
DATE PROCEDURE.  
The Rules Of California  
Automobile Assigned Risk Plan  
(CAARP) and the California Low  
Cost Automobile Insurance  
Program (LCA) Apply To All  
Applications Bound Through THE  
ELECTRONIC EFFECTIVE  
DATE PROCEDURE.

### For Further Information,

#### Contact:

California Automobile  
Assigned Risk Plan (CAARP)  
P.O. Box 7917  
San Francisco, CA  
94120-7917

800-622-0954  
Fax# 415-421-4013  
Email [caarp@aipso.com](mailto:caarp@aipso.com)  
[www.aipso.com/ca](http://www.aipso.com/ca)

ALP 101  
Rev 01/05

## California Automobile Assigned Risk Plan

# Electronic Effective Date Procedure (EEDP)



## 800-555-0513

California Low Cost  
Automobile Insurance  
Program